

## MEMORANDUM

July 17, 2008

TO: Joseph Adler, Director, Office of Human Resources

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Follow-up steps outlined in 7/15/2008 CountyStat meeting to be presented at the January 2009 CountyStat meeting

**The following items were identified for follow up during the July 15, 2008 CountyStat meeting:**

1. Revise Headline Measure 1 (Employee Turnover as a Percentage of the Total Workforce) to ensure that turnover is broken out by type of separation.  
Responsible party: Office of Human Resources (OHR)  
Other parties involved: CountyStat  
Deadline: September 15, 2008
2. Revise Headline Measure 2 (Number of Job Groups Underutilized by Minorities) to reflect exceptions.  
Responsible party: OHR  
Other parties involved: CountyStat  
Deadline: September 15, 2008
3. Examine the feasibility of including average employee sick leave use as a measure through the Department of Finance's risk management operations.  
Responsible party: OHR, Department of Finance  
Other parties involved: CountyStat  
Deadline: September 15, 2008
4. Revise Headline Measure 3 (Average Satisfaction of Departments with Candidate Pool) through the development of a mechanism to raise manager participation in the satisfaction survey.  
Responsible party: OHR  
Other parties involved: CountyStat  
Deadline: September 15, 2008
5. Revise Headline Measure 7 (Percentage of Employees Satisfied with OHR Training) to include the perceptions of employees who do not attend training. Measure should encompass both employees' satisfaction with training sessions and training opportunities.  
Responsible party: OHR  
Other parties involved: CountyStat  
Deadline: September 15, 2008

6. Create four new performance measures to be included in the OHR performance plan (Customer Service, Internal Work Processes, Relationship with Departments, Technical Issues).

Responsible party: OHR

Other parties involved: CountyStat

Deadline: September 15, 2008

7. Finalize performance plan and submit for publication.

Responsible party: OHR

Other parties involved: CountyStat

Deadline: September 15, 2008

cc: Timothy Firestine, Chief Administrative Officer  
Fariba Kassiri, Assistant Chief Administrative Officer